

**Lafayette County Human Services  
Board Meeting Minutes  
April 11, 2013**

*Lafayette County Human Services provides an array of cost effective, quality services, and community-based support for individuals and families to improve their quality of life.*

**Board members present:** David Hammer, Gerald Heimann, Connie Hull, Richard Roelli, Leon Wolfe (Brandee Blaine and Sherry Crist were excused)

**LCHS staff present:** Janet George, Kristine Brunkow, Shane Schuhmacher

**Others present:** Duane M. Jorgenson, Corporation Counsel

**1. CALL TO ORDER**

- a. The meeting was called to order by David Hammer at 6:15 p.m. The meeting was properly posted at the Courthouse, City Library, Lafayette County Human Services and e-mailed to The Republican Journal.
- b. Motion by Leon Wolfe, second by Connie Hull to approve the agenda as posted; carried.
- c. Motion by Gerald Heimann, second by Leon Wolfe to approve the minutes of the March 14, 2013 meeting as printed; carried.

**2. PUBLIC COMMENTS**

- a. No public comments were submitted.

**3. FISCAL REPORT**

- a. Janet George reported there were no unusual payments this month. However, there is a new contract provider, Lea McIntosh, who began providing services in mid-March; she will regularly provide clinical services 20 hours per week.
- b. Ms. George stated Finance has caught up on much of its regular workload since Nicola Maurer started. There are still some un-posted monthly items; such as rent and liability insurance, but Ms. George was able to produce some meaningful income and expense statements for March. Ms. George hopes to have the budget amounts in the statements for May.

To date; LCHS has used \$458,573 of the \$1,747,000 levy. Much of the collection revenues received in January and February were coded back to 2012. March is the first month each year that has "normal" collections. If March turns out to be an average month for collections, LCHS may well exceed the budgeted collections by close to \$100,000. The cost of the additional staff looks to be covered 100% at this point.

- c. Ms. George indicated Aging also had a normal month for expenses. Aging has used \$85,794 of the 2013 levy, but the vast majority of that amount (\$48,360) was the two payments to the SUN Program.

- d. Ms. George stated Baker Tilly auditors were at LCHS last week. There were originally scheduled to be at LCHS for four days; but the audit went so well they finished up in two days. They will be back in June or July to finish up the second part of the audit and Ms. George expects that part of the audit will go as well.

**4. APPROVAL OF EXPENDITURES**

- a. Motion by Connie Hull, second by Gerald Heimann, to approve the LCHS vouchers as scheduled; carried.
- b. Motion by Leon Wolfe, second by Connie Hull, to approve the Aging Unit vouchers as scheduled; carried.

**5. DISCUSSION AND POSSIBLE ACTION REGARDING INCOME MAINTENANCE CHANGES**

- a. Mr. Schuhmacher presented a handout on Income Maintenance Related Initiatives in Proposed 2013/2015 Wisconsin State Budget. The Affordable Care Act (ACA) and eligibility changes are expected to increase IM workload throughout the 2013-2015 biennium. The budget assumes that IM agencies will experience a workload increase due to:
  - The transition activity that will occur as participants move from Medicaid to the Exchange.
  - Individuals currently eligible for, but not participating in Medicaid, being more likely to apply due to the ACA's insurance mandate.
  - Adults without dependent children who are under 100% of the FPL becoming eligible for Medicaid without a wait list.
  - The ACA's "no-wrong-door" policy for Exchange and Medicaid enrollment. Individuals who are eligible for insurance coverage in the Exchange will come to consortia and tribal agencies for an initial Medicaid eligibility determination or other assistance.

While the Medicaid eligibility policy changes will go into effect January 1, 2014, IM workload increases are anticipated as early as October 1, 2013 when Exchange enrollment is scheduled to begin.

No action was taken at this time.

**6. DISCUSSION AND POSSIBLE ACTION REGARDING AGING AND ADRC STAFFING PATTERNS**

- a) Mr. Schuhmacher stated the agency is experiencing an increase in guardianship/protective placements. LCHS conducts all Adult Protective Services (APS); guardianships and protective placements falls into this category. Currently two ADRC staff are handling LCHS's current and new guardianship and protective placements. One LCHS staff member is monitoring the guardianship/protective placements of those individuals who are in Family Care. The agency currently has 52 individuals placed under a guardianship and protective placement; 13 of these

individuals are under Family Care. These individuals require an annual court WATTS review be filed with the Court.

Under the ADRC contract; ADRC Staff are required to do 100% of their work for the ADRC; guardianship and protective placements are not ADRC related. Ms. George reported the ADRC staff time used for guardianship/protective placements is not charged to the ADRC; but rather to LCHS.

Mr. Schuhmacher would like to hire a new employee to handle all guardianship/protective placements as he feels this area is only going to continue to grow. After discussion; Leon Wolfe requested Mr. Schuhmacher come back to the Board with a job description and supporting figures to warrant hiring a new employee for this area.

**7. DIRECTOR'S COMMENTS**

- a. Employee Comp and Overtime Report- The total hours for comp time for the period of March 4, 2013 to March 31, 2013 for LCHS was 38.64 hours and the total overtime hours was 9.00 hours.
- b. e-Panic Button Update-The Board approved purchasing the e-Panic Button at last month's meeting. Mr. Schuhmacher will go to the IT Committee on Monday, April 15 for final approval.
- c. As Needed Support Staff Update-Mr. Schuhmacher reported Deb Loken will be contracted for 5 hours per week to answer the agency phone to allow the Support Staff time to catch up on dictations.
- d. Municipal Building Parking Lot-Mr. Schuhmacher informed the Board the Municipal Building parking lot will be resurfaced in the next week or two. LCHS will move the COA busses and van from the COA parking lot to the Highway Shop. The six county cars assigned to LCHS will be kept in the COA parking lot. All staff, clients and visitors to the Municipal Building will need to find parking on the side streets until the parking lot is completed.

**8. PERSONNEL**

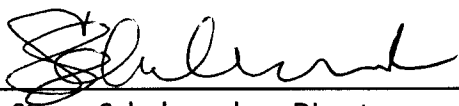
- a. Discussion and Possible Action Regarding Reclassification for Family Services Employee from Social Worker I to Social Worker II-Mr. Schuhmacher indicated this employee has successfully completed testing to become a Social Worker. Per policy; she is entitled for a reclassification to Social Worker II.  
  
Motion by Richard Roelli, second by Leon Wolfe to approve reclassification from Social Worker I to Social Worker II; carried.
- b. Discussion and Possible Action Regarding Behavioral Health Unit Manager Position
- c. Motion at 6:55 p.m. to go into Closed Session for not less than 10 minutes pursuant to the exemption contained in Sec. 19.85(1)(c) considering employment, promotion, compensation or performance evaluation data of any public employee regarding the Behavioral Health Unit


Manager Position by Leon Wolfe, second by Connie Hull. Motion carried by unanimous roll call vote.


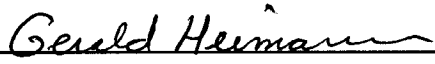
- d. Motion to return to Open Session at 7:30 p.m. by Leon Wolfe, second by Richard Roelli. Motion carried by unanimous roll call vote.
- e. Motion and/or Action Regarding Personnel Matter- Motion by Connie Hull; second by Leon Wolfe to re-advertise for the Behavioral Health Unit Manager Position; carried.

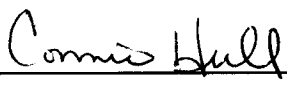
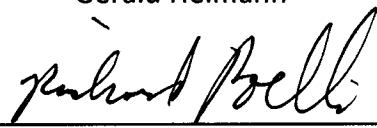
9. **ADJOURN**


- a. The next meeting was set for **Tuesday, May 14, 2013** at 6:15 p.m. The Audit Committee will meet at 6:00 p.m.
- e. The meeting was adjourned by Chair David Hammer at 7:40 p.m.

Reviewed by  5/14/13  
Shane Schuhmacher, Director Date

Brandee Blaine   
Brandee Blaine Sherry Crist

   
David Hammer Gerald Heimann

   
Connie Hull Richard Roelli

Jack Sauer   
Jack Sauer Leon Wolfe